

Purchasing and Contracting

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www.aacc.edu

PROJECT NO. C2022-06-P
AIR HANDLER REPLACEMENT – DRAGUN BUILDING
ADDENDUM ONE

This Addendum One is hereby incorporated into and is considered to be an integral part of Anne Arundel Community College Project No. C2022-06-P, Air Handler Replacement – Dragun Building, dated 7/14/21.

NOTES FROM PRE-PROPOSAL MEETING HELD ON JULY 28, 2021 VIA MICROSOFT TEAMS

1.0 INTRODUCTIONS

1.1 College Representatives in Attendance:

Heidi Frist, Senior Purchasing Agent
Chet Lawrence, Project Manager

Firms in Attendance:

Bernward Mechanical
Calvert Controls
Denver-Elek Mechanical Contractors
Fresh Air Concepts
Gaghan Mechanical
Hot & Cold Corporation
Johnson Controls
Modulus LLC
PADDOX LLC

2.0 PROJECT TIME LINE

- 2.1 Firms are advised that a site visit will be conducted on Thursday, July 29, 2021. Contractors will meet a college representative at the main entrance to the Dragun Building promptly at 9:00 a.m. Directions to and around campus can be located at www.aacc.edu/about/locations.
- 2.2 Firms are advised that the cut-off for questions and requests is August 6, 2021 no later than 11:00 a.m. ET. Questions must be submitted in writing to Heidi Frist, Senior Purchasing Agent. Firms may e-mail their questions and/or requests to hmfrist@aacc.edu.
- 2.3 Firms are advised that the due date and time for proposals is August 25, 2021, no later than 11:00 a.m. ET. Written proposals must be submitting on the forms provided in this RFP, digitally signed, and emailed to Heidi Frist, Senior Purchasing Agent at hmfrist@aacc.edu. The subject line of the email should state "C2022-06-P Air Handler Replacement – Dragun Building".
- 2.4 Contract award is tentatively scheduled to be November 10, 2021. The awardee and non-awardees will be notified as soon as possible thereafter.
- 2.5 The schedule is tentative and may change at any time.

3.0 REVIEW OF PROPOSAL REQUIREMENTS AND OTHER GENERAL INFORMATION-While firms are responsible for the entire contents of the RFP, special attention is drawn to the following sections:

- 3.1 As COVID-19 restrictions are winding down, Contractor's can follow the College's progress through this link: [Riverhawks Reunite - Anne Arundel Community College \(aacc.edu\)](https://www.aacc.edu/riverhawks-reunite)
- 3.2 Firms are responsible for examining and understanding the entire contents of the RFP.
- 3.3 Heidi Frist, Senior Purchasing Agent, is the only point of contact for questions or information concerning this project.
- 3.4 Copies of the Request for Proposal (RFP) may be obtained from the eMaryland Marketplace Advantage (eMMA) website: www.emma.maryland.gov. Firms assume the responsibility of downloading RFP documents and addendums from this website prior to submission of their proposal.
- 3.5 Any changes to the RFP will be made by written addendum. Verbal changes to the RFP are not valid unless confirmed by written addendum.
- 3.6 Firms are advised that they are responsible to ensure timely delivery of their proposals. The time stamp that will be considered for the timely receipt of proposals will be the college's email time stamp, NOT the bidder's email sent time stamp.
- 3.7 Firms are required to submit their proposal in two volumes, one for technical proposal and one for price proposal. Refer to page 8, Paragraph 2.2 General Organization of Firm's Proposal Contents for guidance.
- 3.8 Both volumes must be submitted as separate PDF files, labeled appropriately (Volume One & Volume Two), and sent in one email. Proposals must be digitally signed, and endorsed in the subject line of the Email "RFP C2022-06-P Air Handler Replacement – Dragoon Building" to Ms. Heidi Frist, Senior Purchasing Agent, Email: hmfrist@aacc.edu.
- 3.9 Proposals will not be accepted electronically through eMaryland Marketplace.
- 3.10 Interviews are an option of the college and may or may not be conducted. Firms shall not rely on the possibility of being required to virtually meet with college officials and shall submit a complete and comprehensive written response to this solicitation. Refer to Paragraph 1.14, page 5 of the RFP.
- 3.11 The College, at any time during the RFP process, before and/or after receipt of proposals and before and/or after award of contract, may require additional documentation to provide evidence of financial stability, and or to reduce the risk exposure of the College. Reference paragraph 1.15 Financial Stability, pages 5 & 6 of the RFP.
- 3.12 Conditional Proposals will not be accepted.
- 3.13 Award will be based upon factors in addition to price and may not necessarily be made to the lowest offer. The firm that is judged to be best qualified to render the services, price and other factors considered, will be selected. It is the College's intent to award the contract to the firm which, based upon the criteria for evaluation, is the most responsive and responsible firm for the provision of the work. Criteria for firm selection and evaluation of proposals can be found on page 6, paragraph 1.16.
- 3.14 Part Two – Submittal Format begins on page 8 of the RFP. Firms must provide a response to all sections in order to be considered responsive to this RFP.
- 3.15 All proposals for goods and services shall be exclusive of taxes, where applicable. A copy of the college's tax exemption certificate can be provided upon request. Contractors are not permitted to utilize the college's tax exemption for the purchase of supplies and materials that will be incorporated into real property construction and renovation projects at the college.
- 3.16 Part Three – General Conditions of Contract begins on page 13 of the RFP.
- 3.17 Firms are advised to review additional terms and conditions at <https://www.aacc.edu/media/content-assets/aacc/documents/Purchase-Order-Terms-and-Conditions-Final.pdf>
- 3.18 Firms must supply a letter from their insurance company or a copy of a current (up-to-date) certificate(s) of insurance which includes the policy number(s), the name(s) of the insurance

company and the insurance agent(s), effective date(s) and coverage amounts as specified under Part Three – General Conditions of Contract, Paragraph 3.16 Insurance located on pages 16 & 17 of the RFP.

- 3.19 Part Four – Scope of Work/Project Manual begins on page 18.
- 3.20 Appendix A – General Terms and Conditions of Construction: provided under separate PDF
- 3.21 Appendix B – Specifications & Cut Sheets: provided under separate PDF
- 3.22 Appendix C – Drawings: provided under separate PDF
- 3.23 Appendix D – Draft AIA Document A101-2017: provided under a separate PDF.
- 3.24 Appendix E – Volume One Submittal Documents: pages 23-30
- 3.25 Appendix F – Volume Two Submittal Documents: pages 31-48

4.0 PROJECT OVERVIEW

While the project scope is fully defined in Part Four of the RFP including Appendices B and C, the project includes demo of the existing air handler and motor control center (MCC), furnish and install the new air handler and MCC. Demo includes asbestos abatement of the existing insulation.

5.0 QUESTIONS

- 5.1 **Question:** **Is there a wage scale for this project?**
Answer: No.
- 5.2 **Question:** **During the asbestos abatement, should air monitoring be included in the pricing or is it in the Owner's scope?**
Answer: The Owner will engage a third party to monitor the asbestos abatement. The third party will provide the air monitoring.
- 5.3 **Question:** **Will the contractor be required to protect the floor in the hallway to the mechanical room?**
Answer: The contractor will be required to leave the floor in the same condition as before the job. Therefore, the contractor may want to protect it.
- 5.4 **Question:** **Is burning allowed in the mechanical room?**
Answer: Yes, but the contractor will be required to maintain a fire watch and complete the College's hot work permit. Also, the contractor will have to coordinate with the College to ensure the sprinkler system is not actuated and to call out the fire alarm system. Both the sprinklers and the fire alarm system must be restored to operation each day when burning is completed for the day.
- 5.5 **Question:** **The existing concrete pad is 4" high, the specs call for the new pad to be 6". Is the intent to increase the height of the pad?**
Answer: Assume that the existing height of the pad is to be maintained.
- 5.6 **Question:** **Is laydown available on campus?**
Answer: Yes, limited outdoor space is available. If a contractor is going to request laydown space, it should be included in their work plan submitted with Section 2.0 of the RFP. Refer to Project Approach and Understanding, item 2, page 26.

END OF ADDENDUM ONE